

PSA Jacksonville

PLR Guide



Personnel Support Activity
Jacksonville
Box 50, Naval Air Station
Jacksonville, Florida 32212-0050



DEPARTMENT OF THE NAVY

PERSONNEL SUPPORT ACTIVITY
JACKSONVILLE
BOX 50, NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-0050

9 August 2002

On behalf of the Personnel Support Activity Jacksonville TEAM, I'd like to welcome you as the Pay/Personnel Administrative Support System (PASS) Representative for your command. Your appointment indicates not only your commitment, but also your command's confidence in your ability to represent the entire command in pay and personnel support procedures.

This guide was designed to acquaint you with the PASS system and how you will fit in. As a Pass Liaison Representative (PLR), you are one of the most important people in your command. How you perform this job will have a significant impact on your shipmates welfare and morale.

The material covered in this guide is based on the latest information and policies available. Your PSD or CSD will work with you, assist you as necessary, and keep you informed of the most recent changes as they affect you and your personnel. Your ideas and comments are most welcome.

Forward all recommended changes, corrections, ideas or comments to:

Operations Officer
Personnel Support Activity, Jacksonville
Box 50, NAS Jacksonville
Jacksonville, FL. 32212-0050

Once again, welcome to our TEAM. You are a vital link in the chain of the Pay/Personnel Administrative Support System.


D. W. CHEWNING

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PASS LIAISON REPRESENTATIVE (PLR) GUIDE – AUGUST 2002

TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Annual Training (AT) or Active Duty for Training (ADT)	PSD will verify and process all paperwork	<ul style="list-style-type: none"> • Complete EVAL/FITREP • Have member verify page 2 and attach a copy to orders 	BUPERSINST 1001.39D
AT/ADT Travel Advance	Disbursing Offices are authorized to make advance per diem payments only	Deliver original orders and request chit/letter from CO to PSD	DOD FMR Vol 9
AT/ADT Interim Pay	In emergency cases, the CO of the training site may authorize to pay member one interim or partial payment	Forward request chit or letter with endorsement to PSD	DJMS PTG
Administration of Service Records	The authority for administration and maintenance of service records resides with the PSD	Provide designation letters signed by CO for personnel authorized to check out service records	MILPERSMAN OPNAVINST 1000.23B
Service Record Entries - Page 4	The page 4 is a history of an enlisted service member's various qualifications, awards, schools, etc.	Forward required documents to PSD in a timely manner	MILPERSMAN
Advance Pay (PCS)	All members requesting advance pay must submit a signed Advance Pay Certification/Authorization	<ul style="list-style-type: none"> • Make personnel aware that previous advances must be repaid in full • Make personnel aware of repayment schedule • Forward completed and CO approved certificate to PSD 	DODFMR Vol 7A
Advances (PCS Travel)	Upon receipt of PCS transfer notification, personnel may elect travel via POC from old duty station to new duty station within CONUS	<ul style="list-style-type: none"> • Ensure all forms in transfer package are completed and return to PSD • Ensure correct mode of transportation is identified 	JFTR
Advancements	Advancements are based on proficiency in assigned duties, evals, CO recommendation and written exams	Inform PSD of any changes in advancement recommendations or eligibility	BUPERSINST 1430.16E

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Navy-Wide Advancement Examinations	<ul style="list-style-type: none"> Advancement exams to E4 through E6 are administered semiannually in March and September for active duty and February and August for inactive reserve personnel E7 exams are administered in January for active personnel and February for inactive personnel 	<ul style="list-style-type: none"> Verify advancement eligibility on all personnel Notify personnel of date and place of exam Inform PSD of personnel that become ineligible after the test and prior to receipt of results Schedule CPO and PO indoc for selectees Prepare a special eval and a page 13 on personnel whose recommendation is withdrawn 	BUPERSINST 1430.16E
Allotments	Power of Attorney is not acceptable to start, change or stop allotments	Forward allotment action request to PSD	DODFMR Vol 7A
Basic Allowance for Housing (BAH)	BAH can be credited upon completion of page 2 and determination of dependency. For single personnel E6 and below, entitlement to BAH is based upon local directives. Single personnel E6 and above who elect not to occupy government quarters are entitled to BAH-II without prior approval	<ul style="list-style-type: none"> Ensure single E6 and below personnel obtain permission to draw BAH prior to entering into a lease agreement Forward E6 approval and BEQ check-in/out documentation to PSD 	DODFMR Vol 7A
Basic Allowance for Subsistence (BAS)	Members must request to mess separately per local directives promulgated by the CO responsible for operating the general mess	Deliver approved request chits, with meal pass if previously issued, to PSD	DODFMR Vol 7A
Cost of Living Allowances (COLA)	COLA generally starts on the day a member reports to their PDS outside CONUS or when family members arrive in advance of their sponsor	When family members temporarily depart the members duty station in excess of 30 days, notify PSD	JFTR
Family Separation Allowance (FSA)	FSA provides compensation for added expenses incurred due to family separation	Inform PSD of date and hour of return to homeport	DODFMR Vol 7A

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Maternity Allowance	Maternity Allowance is established for enlisted personnel only	Have member complete a request chit, attach confirmation of pregnancy and forward to PSD	DODFMR Vol 7A
ASVAB Retesting	ASVAB is designed primarily to test potential recruits as an aid in determining eligibility to attend class "A" school. Members pursuing special programs or schools may request to be retested	Contact the classification test site and make an appointment for retesting	MILPERSMAN
Casualty Reports and Assistance (CACO)	The service member's command has the responsibility of assisting the family and reporting the incident to the proper chain of command	<ul style="list-style-type: none"> Obtain service record from PSD Command/CACO send required messages as necessary with info copy to PSD 	BUPERSINST 1770.3 CASUALTY ASSISTANCE CALLS OFFICER MANUAL (NAVPERS 15607B)
Change in Rating/Rate	<ul style="list-style-type: none"> A change in rating is a lateral change without change in pay grade (PN2 to DK2). A change in rate is a lateral change in the apprenticeships (SN to AN) 	Forward copy of request chit/NAVPERS 1306/7 to the PSD	MILPERSMAN
Check-in/Check-out Procedures	Newly reporting personnel will report to the PSD during normal working hours. On day of transfer, personnel can obtain their records at PSD during normal working hours	<ul style="list-style-type: none"> Ensure personnel report to PSD for receipt processing no later than the next working day Members need to provide new address and provide receipts when reporting to PSD Ensure original orders are endorsed with date and time of check-in Return transfer information packet to PSD within 10 days of receipt Return any required screening to PSD within 30 days of receipt of orders Ensure transfer eval is received 5 working days prior to detachment 	ENLTRANSMAN

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Correspondence Courses	Personnel should complete military and in-rate training courses for advancement in rate. Other Naval correspondence courses are available for professional training	Each member will order their own courses via the internet at... http://courses.cnet.navy.mil	OPNAVINST 1000.23B
*Dependency Application/Record of Emergency Data	Covered separately	Covered separately	MILPERSMAN
Family Member Care Plan	All military personnel who are single sponsors or military couples with custodial responsibility of children will establish a formalized Family Care Plan	<ul style="list-style-type: none"> Designate a Family Care Plan coordinator in writing and send a copy of letter to PSD Forward new form to PSD to include in service record 	OPNAVINST 1740.4A
Family Member Travel Claims	All members of the Armed Forces are required to submit a family member travel claim upon completion of dependent travel incident to a PCS move	<ul style="list-style-type: none"> Forward claim to PSD within 10 days of completed travel Make sure original orders and two copies, receipts, page 2 and endorsements are attached to claim 	JFTR
Deserters	Personnel can be declared a deserter when they have been absent over 30 consecutive days or facts and circumstances of the absence indicate the member intends to desert	<ul style="list-style-type: none"> Prepare page 13 outlining declaration of desertion message Prepare Deserter/Absentee Wanted by the Armed Forces (DD 553) and mail to Pers-842 with copy of page 2, DD 1966, Record of Military Processing Armed Forces of the US, 1 through 8 of enlistment forms and recent leave papers Forward copy of DD 553, deserter message and page 13's to PSD immediately Forward copy of Inventory of Personal Effects (NAVSUP 29) or page 13 if no NAVSUP 29 completed 	MILPERSMAN BUPERSINST 1750.10A

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Distribution of Pay Checks, LES and W-2 Forms	Due to the various locations of personnel assigned to commands a PSD services, LES and W-2 Forms are distributed by distribution codes rather than by command	Designate in writing a primary and alternate command rep authorized to receive and distribute checks, LESs and W-2s	DJMS PTG DODFMR Vol 5
Enlisted Performance Evaluations and Counseling System	Evaluations and Fitness Reports are used for periodic recording of a member's qualifications and performance level in comparison to contemporaries, conduct and prospects for increased responsibilities	<ul style="list-style-type: none"> • Mail NPC copies and cover letter to Pers-322 • Complete and forward service record copy to PSD within 3 working days after completion 	BUPERSINST 1610.10
Extensions of Enlistment	Extensions of enlistment are legal forms of agreement	Prior to an extension becoming operative ensure personnel receive a physical when extension or a combination of extensions exceed 24 months. Ensure results of physical are received by PSD at least 5 working days prior to operative date	MILPERSMAN
Fleet Reserve/Retirement	Enlisted personnel are eligible for transfer to the Fleet Reserve after completion of 20 years active federal service. Transfer to Retired List after completion of 30 years total. Personnel completing 30 years of active service are automatically transferred to the Retired List	<ul style="list-style-type: none"> • Forward request chit to PSD • Forward copy of approved retirement request to PSD • Schedule physical for completion prior to commencement of Leave/PTDY and provide PSD documentation of its completion • Ensure member completes SBP election form and returns it to PSD at least 60 days prior to retirement date • Ensure member attends TAP class in local area and a page 13 stating such is provided to PSD 	MILPERSMAN ENLTRANSMAN

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Frocking	Frocking is an authorization to wear the uniform of a higher grade without the increased pay or allowances and is authorized by the CO	Prepare frocking letter and page 13 and forward to PSD	BUPERSINST 1430.16E
Funded Emergency Leave Procedures	Emergency leave may be granted whenever circumstances warrant, based on the judgment of the CO and the desires of the member	Upon CO's approval of funded emergency leave, prepare TAD orders for overseas emergency leave ensuring accounting data includes appropriate CIC	JFTR
Good Conduct Awards	Good Conduct Award recognizes enlisted service members who are well qualified in all aspects of conduct and performance. PSD will provide commands with a list of eligible personnel monthly	Review list and prepare GCM Award Certificate for CO's signature at least 15 days prior to eligibility date	SECNAVINST 1650.1G
Identification Cards/Common Access Cards (Active Duty)	The DD Form 2/Common Access Card is issued to all personnel of the Armed Forces upon entry into active duty	<ul style="list-style-type: none"> For lost, stolen or mutilated cards, provide member with a request chit Upon approval, direct member to PSD during normal working hours for issuance of new card 	BUPERSINST 1750.10A
Identification Cards (Family Members)	The DD Form 1173 is used throughout the Department of Defense to identify members eligible for benefits and privileges	Ensure personnel have proper documents prior to bringing family members to PSD to receive a new ID card	BUPERSINST 1750.10A DEERS Manual
Identification Cards (Reserve)	The DD form 2 (Reserve) is issued to reserve members	<ul style="list-style-type: none"> For lost, stolen or mutilated cards, provide member with a request chit Upon approval, direct member to PSD during normal working hours for issuance of new card 	BUPERSINST 1750.10A
*Leave (Except Funded Emergency Leave)	Covered separately	Covered separately	MILPERSMAN DJMS PTG
*Limited Duty (LIMDU) Personnel	Covered separately	Covered separately	ENLTRANSMAN EPMACINST 5000.3D

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Military Decorations	Military decorations are awards given to personnel for a specific act of gallantry or meritorious service	<ul style="list-style-type: none"> • Prepare award recommendation and forward to appropriate level for approval • Forward a copy of the presentation letter and citation to PSD for service record entry 	SECNAVINST 1650.1G
Name Change Application	The name change letter is used for personnel who have married, divorced or otherwise desire to change their name	Prepare and forward name change request letter and command endorsement to Pers-312 with info copy to PSD	MILPERSMAN
Navy Enlisted Classification (NEC) Request	NEC codes identify supplemental skills not indicated by rating and are used in distribution and detailing of personnel	When the new NEC is reflected on the EDVR, forward a memo or letter to PSD requesting service record entry be made	NEC Manual (NAVPERS 18068F Vol II)
*Navy Standard Integrated Personnel System (NSIPS)	Covered separately	Covered separately	OPNAVINST 1000.23B
Non-Judicial Punishment/Courts-Martial	The purpose of NJPs/courts-martial is to promote justice and assist in maintaining good order and discipline in the military	Forward completed Report Chit or Charge Sheet/Record of Trial to PSD immediately upon completion of NJP/courts-martial	MILPERSMAN MANUAL FOR COURTS-MARTIAL
Officer and Other Special Programs	Eligible service members are given the opportunity to further their career by applying for programs which may lead to a career as an officer	Ensure that information regarding various programs is made available to all personnel	OPNAVINST 1420.1 MILPERSMAN
Officer Augmentation	The listed references set forth Navy policy and guidance for appointment in the regular Navy or Reserve and temporary officers	<ul style="list-style-type: none"> • Forward a copy of the officer's request including command endorsement to PSD • When/if approved, deliver appointment as required in the ALNAV containing selection board results 	SECNAVINST 1210.5A MILPERSMAN

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Officer Promotions	Offices are promoted to temporary and permanent appointments as announced in ALNAV messages	Prepare a Temporary/Permanent Appointment (NAVPERS 1421/7), have the basic letter and the second endorsement signed by the CO and the first endorsement signed by the officer concerned and ensure copies of the Appointment Letter are distributed as directed	SECNAVINST 1412.6K DJMS PTG
*Overseas/Remote Assignment Screening	Covered separately	Covered separately	OPNAVINST 1300.14C ENLTRANSMAN OFFTRANSMAN
Passenger Transportation	All official passenger transportation requirements must be requested through the local servicing NAVPTO	Passenger Reservation Requests for military PCS overseas travel and members assigned to deployable units are processed through PSD. For TAD/TEM DU travel, the command travel office will follow procedures outlined in OPNAVINST 4650.15	OPNAVINST 4650.15
Passports	The DOD Foreign Clearance Guide contains direction, policy concerning travel security, country clearance, identification credentials and other entry requirements for travel into foreign countries	Direct travelers processing overseas to contact the PSD in sufficient time to allow for submission of application. Normal processing time is 6 to 10 weeks	OPNAVINST 4650.15
Receipts	All newly reporting personnel must check in to PSD for personnel/pay processing. Failure to do so results in delays in record and pay processing	Ensure members report to PSD for check in processing no later than the next working day after arrival with all receipts for processing of travel claim	MILPERSMAN DJMS PTG JFTR
Reenlistments	Enlisted personnel may reenlist at the time of ETS or earlier as authorized under a specific program	<ul style="list-style-type: none"> • Notify PSD of intentions 45 days prior to ETS/EAOS as DDS and all allotments will automatically stop one month prior to their EAOS • If eligible for SRB, submit SRB request to NPC with PSD as an info 	MILPERSMAN ENLTRANSMAN

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Retirement Pay Information System	The pay information will be based upon the data submitted on the NAVCOMPT Form 2274	The CCC should assist prospective retirees or transferees to the Fleet Reserve in completing the NAVCOMPT 2274 and submit the request to PSD	DFAS Cleveland 121602Z Jun 91
Selective Reenlistment Bonus (SRB)	Enlisted personnel are eligible to receive a SRB if they meet all of the conditions of zones A, B or C	<ul style="list-style-type: none"> • Ensure the member meets all the criteria for SRB eligibility in accordance with current instructions • Forward approved SRB message to PSD 45 working days prior to reenlistment 	DJMS PTG OPNAVINST 1160.6A NAVADMIN
Separation/Discharges	Unless enlisted personnel are voluntarily or involuntarily extended beyond ETS/EAOS, they will be separated or discharged on their normal date of expiration of enlistment	Notify PSD of career intentions 45 days prior to ETS/EAOS or commencement of separation leave	MILPERSMAN DODFMR Vol 7A
Separation Leave	Commands may grant separation leave to expire at 2400 on the day of separation. Separation leave may not place members in an excess leave status	Ensure leave paper is accurately completed and forwarded to PSD 15 working days prior to commencement of leave. Ensure leave balance is accurate	MILPERSMAN DJMS PTG
Separation Travel Advances	Member may elect advance payment for himself/herself and family members prior to detaching	<ul style="list-style-type: none"> • Counsel member on the opportunity for travel advance upon separation or retirement for member and family members • Notify PSD no earlier than 10 days prior to separation of members intent to draw a travel advance 	JFTR

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Serviceman's Group Life Insurance (SGLI)	The SGLI Election and Certificate SGLV 8286 designates the recipient of benefits in the event of a service member's death	Ensure members are aware of SGLI beneficiary designations and encourage them to review and update both the SGLI election and page 2 immediately upon changes in dependency status and when reporting to and transferring from a command	DODFMR Vol 7A MILPERSMAN DJMS PTG
Special Pay	Special Pay is defined as a payment made to members between regularly scheduled paydays. COs/OICs may delegate authority to approve special pay but the MILPAY office must have this delegation on file with a sample signature	Forward the approved special request chit to PSD	DODFMR Vol 7A
Aviation Career Incentive Pay	An officer qualified for aviation service who is not entitled to continuous ACIP will continue to receive ACIP only if the minimum monthly requirement of flight hours is met	<ul style="list-style-type: none"> • Forward confirmation of qualification to PSD to establish ACIP • Notify PSD of any failure to maintain qualifications and direct stoppage of ACIP 	DODFMR Vol 7A
Career Sea Pay	Sea duty is defined as time spent performing duties assigned permanently or temporarily under orders issued by competent authority aboard a U. S. Navy vessel	<ul style="list-style-type: none"> • Prepare TAD orders when members depart TAD for short periods of sea duty aboard ships • Forward orders and sea duty certification to PSD upon completion of TAD • If TAD is 30 days or more, provide a copy of orders to PSD at the beginning of TAD period 	DODFMR Vol 7A DJMS PTG SECNAVINST 7220.77D
Diving Duty Pay	Member's who are designated divers, or under training for a specific diver designation, may be entitled to special pay for diving	<ul style="list-style-type: none"> • Ensure member is assigned to diving duty under competent orders and maintains current qualifications • Inform PSD when changes in status occur 	MILPERSMAN DODFMR Vol 7A DJMS PTG

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
Special Duty Assignment Pay	SDAP is paid to members performing duties designated by the Secretary of the Navy considered as extremely difficult or involving an unusual degree of responsibility	<ul style="list-style-type: none"> • Verify eligibility against commands activity Manpower Document • Forward required documents to PSD for service record maintenance when increases are authorized • Verify annual SDAP report due to NPC by 31 July of each year 	OPNAVINST 1160.6A DODFMR Vol 7A DJMS PTG
Foreign Language Pay	A service member who has been certified by the Secretary of the Navy via a Defense Language Aptitude Test to be proficient in a foreign language and identified by the Secretary of the Navy to be eligible for such may be paid FLPP	Ensure members are certified in writing by their CO as meeting all eligibility criteria and a copy of certification is forwarded to PSD	DJMS PTG DODFMR Vol 7A OPNAVINST 7220.7E
Nuclear Officer Continuation Pay	Nuclear Officer Continuation Pay is intended to increase retention of experienced junior and middle grade nuclear qualified officers to support the expanding number of nuclear powered vessels	<ul style="list-style-type: none"> • Submit a report to recertify to Pers-42 not later than 15 July of each year • Provide an approved resolution for further annual incentive bonus payments to PSD 	DODFMR Vol 7A DJMS PTG SECNAVINST 7220.65K
Submarine Pay	Once a member has been designated for submarine duty his CONSUBPAY will normally continue unless he transfers to shore duty and does not have 14 months obligated service after his PRD or is disqualified from submarines	<ul style="list-style-type: none"> • Submit a completed TOSS Worksheet to Pers-42 (officers) or N-13 (enlisted) for each qualified individual upon transfer or as necessary • Inform PSD in writing when a members OPSUBPAY should be initiated or canceled 	SECNAVINST 7220.80E DODFMR Vol 7A DJMS PTG
Continuous Submarine Duty Incentive Pay	Continuous Submarine Duty Incentive Pay is paid to officer and enlisted members who are engaged in and remain in the submarine service on a career basis	<ul style="list-style-type: none"> • Submit a completed TOSS Worksheet to Pers-42 (officers) or N-13 (enlisted) for each qualified individual upon transfer or as necessary • Inform PSD in writing when a members OPSUBPAY should be initiated or canceled 	DODFMR Vol 7A DJMS PTG SECNAVINST 7220.80E

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
State of Legal Residence Change	Officer and enlisted members may change their state of legal residence at anytime. Members may not change their home of record unless there is a break in service	Forward the completed DD 2058 to PSD	DODFMR Vol 7A DJMS PTG MILPERSMAN
Temporary Additional Duty (TAD/TEMADD) Travel Orders	TAD/TEMADD travel orders are issued by competent authority for official travel to places within and outside CONUS for military members	Upon completion of TAD/TEMADD travel, forward original and one copy of orders and all endorsements and receipts with completed and signed travel claim to PSD	MILPERSMAN JFTR
Temporary Lodging Expense (TLE)	The purpose of TLE is to partially offset the added living expenses when a member and family members occupy temporary lodging incident to PCS	Ensure members have all required documents and complete TLE request form and forward to PSD with travel claim and orders	JFTR
Transfers	Upon receipt of a transfer directive by PSD, a transfer information package which includes a copy of the directive, all required paperwork to be completed by member, a transfer information form and a memorandum of PCS orders are sent to the transferring member via the command PLR	<ul style="list-style-type: none"> • Ensure members receive the transfer information package • Ensure members complete all required comply with items in the transfer directive • Track to ensure members return transfer information package to PSD on date indicated on TIS 	ENLTRANSMAN OFFTRANSMAN
Transfers (Students)	In order to best meet the needs of the Navy and the desires of the individual student, the transfer process should begin early enough to allow detailers time to properly process paperwork associated with the transfer	Ensure duty preferences or availability reports are accurate and submitted NLT 8 weeks prior to graduation date, or for courses less than 8 weeks in duration, the first week of school	ENLTRANSMAN
Travel Claims	The submission of travel vouchers and supporting documents is required to collect or pay reimbursable expenses made upon completion of PCS, periods of TAD or Temporary Duty Under Instruction	Travel claims for PCS/TEMUINS travel are prepared at PSD during check-in processing. For TAD travel, the command travel office will follow procedures outlined in TAD TRAVEL ORDERS section of JFTR	JFTR

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TOPIC/ISSUE	INFORMATION	PLR/CMD RESP	REFERENCE
TRICARE Family Member Dental Plan	Congress established the TRICARE Active Duty Family Member Dental Plan for the spouse and children of active duty members of the Armed Forces	<ul style="list-style-type: none"> • Provide enrollment form and assist member in completing them and forward to PSD upon completion • If members desire to disenroll, a form must be completed and forwarded to PSD 	OPNAVINST 1751.1A DJMS PTG
Unauthorized Absence (UA)	The term absentee describes any person who is absent without authority from his or her place of duty	<ul style="list-style-type: none"> • Submit the Daily Absentee Report no later than 1000 to PSD with the name, paygrade and SSN of the unauthorized absentee. • Include date, hour UA commenced and whether person was absent over leave, liberty or UA 	MILPERSMAN DJMS PTG EPMACINST 5000.3D
Unit Awards	The Secretary of the Navy presents unit awards to any ship, aircraft, squadron or military organizational element for recognition of outstanding performance of group effort. Unit awards are announced in a periodic OPNAVNOTE 1650	Provide PSD with a copy of citation for inclusion in service record	SECNAVINST 1650.1G OPNAVNOTE 1650
Waiver of Indebtedness	Members on active duty are authorized to request a waiver of indebtedness to the government arising from an erroneous payment of pay or allowances	<ul style="list-style-type: none"> • Ensure waiver requests are in accordance with current directives and that all applicable documentation is enclosed • Ensure COs endorsement is attached • Forward waiver request via PSD 	DODFMR Vol 7A SECNAVINST 7220.38E

PASS LIAISON REPRESENTATIVE (PLR) GUIDE TOP “5” ISSUES

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA (PAGE 2)

References: [MILPERSMAN](#)

INFORMATION

- The Page 2 is considered to be the most important document in a member's service record.
- The Page 2 is the official document utilized by the Navy when the following determinations are required:
 - Person(s) to be notified in case of emergency or death.
 - Person(s) to receive the death gratuity if no spouse or child survives the member.
 - Person(s) to receive unpaid pay and allowances if member dies.
 - Person(s) to receive allotment of pay if member is missing or unable to transmit funds.
 - Commercial insurance companies to be notified in case of death of member.
- The Page 2 shall be verified by each member on active duty upon:
 - Detaching/reporting on PCS orders.
 - Unit deployment.
 - Application for Dependents Uniformed Services Identification and Privilege Card (DD 1173).
 - Application for government housing.
 - Claiming reimbursement for dependent travel.
 - Fleet Reserve/Retirement.
 - For inactive duty personnel:
 - Each time a member comes on Active Duty or Annual Training Duty.

PLR/CMD COMMAND RESPONSIBILITY

- Advise personnel of the paramount importance of updating their Page 2 as changes occur, by periodic notices in the Plan of the Day and through training sessions.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE TOP "5" ISSUES

LEAVE (EXCEPT FUNDED EMERGENCY LEAVE)

References: [MILPERSMAN](#)
[DJMS PTG](#)

INFORMATION

- Personnel of the Armed Forces are entitled to accrue leave at the rate of two and one-half calendar days for each month of active duty. Each command should have a command instruction setting the rules regarding its leave program. When a member desires leave, an approved Leave Request/Authorization (NAVCOMPT Form 3065) is required. Each Leave Authorization must have a Leave Authorization Number (LAN) assigned to the document from the LAN Log within 15 days of the member departing on leave. The LAN is a seven-digit alpha/numeric code. The first two positions are alpha characters that denote the input source code. The third through seventh positions are leave sequence numbers. The leave sequence number should run from 00001 to 99999 without regard to fiscal or calendar year. Leave must be taken in accordance with Navy and command policies.

PLR/COMMAND RESPONSIBILITY

- Verify all blocks of the Leave Request for completion and accuracy.
- Assign each leave request a separate Leave Authorization Number (LAN) and record in LAN log. LAN's are not normally assigned earlier than 15 days prior to leave commencement date. Exceptions are acceptable during heavy leave periods such as Christmas/New Years.
- Retain PART 1 until commencement of leave, then give to member.
- Retain PART 2 until completion of leave.
- Dispose of PART 3
- Upon completion of service member's leave, Blocks 27a through 33 are to be completed on PARTS 1 and 2. Forward completed Part 1 to PSD not later than two working days after date of return and return Part 2 to member for personal record.
- Verify leave charged against Unit Commanders Finance Report (UCFR).

NOTE: Leave papers **MUST** be turned into the PSD **immediately after** completion of leave. If not turned in within ten (10) days from the authorized ending date of leave, the command will make a copy of Part 2, annotate the amount of days to be charged and turn the copy into PSD as Part 1. In cases where the full leave is erroneously charged, due to member's failure to return Part 1, the command must request leave correction by memo signed by the Commanding Officer or Executive Officer. Remember, the entire leave requested is not always taken. Careful attention and promptness in reporting will prevent unnecessary hardship to our Sailors.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE

TOP “5” ISSUES

LIMITED DUTY (LIMDU) PERSONNEL

Reference: [ENLTRANSMAN](#)
[EPMACINST 5000.3D](#)

BACKGROUND

- The LIMDU Program is a temporary shore duty assignment for service members not medically qualified to perform all the duties of their rate or rating at sea.

INFORMATION

- LIMDU personnel are assigned to **existing** or **projected requisitions** at a command within the geographic region of Medical Treatment Facility (MTF) providing medical treatment. Availability of required medical care at the MTF, medical limitations imposed, billet requisitions available, personal desires of the member, original homeport of the member, and cost of PCS move, are all considered in making a LIMDU PCS assignment.
- Permanent LIMDU are those personnel placed in L-5 status with their PRD established at the month they qualify for transfer to Fleet Reserve or to remain on active duty until a specific date. Temporary LIMDU involves those members expected to return to a “fit for full duty” status in a reasonable period of time (normally within 8 months).
- The PSD will verify and process all paperwork regarding personnel reporting for LIMDU. Initial period of LIMDU is normally eight months. Personnel must be reevaluated within 60 days of expiration of LIMDU.

PLR/COMMAND RESPONSIBILITY

- Upon receipt of a member for LIMDU, counsel member on the following:
 - Personal responsibility for adhering to medical advice to ensure rehabilitation during the LIMDU period.
 - Strict compliance with the procedures directed by the PSD and the MTF for reevaluation processing.
 - Report for follow-up care and reevaluation appointment, as scheduled, which must be within 60 days prior to the expiration of the LIMDU period.
 - Advise the command LIMDU coordinator immediately of the results of any follow-up/reevaluation appointments and changes in status of LIMDU personnel.
- Designate a LIMDU coordinator in writing to track and monitor personnel assigned in LIMDU.
- Provide the LIMDU Coordinator's name and telephone number to the PSD.
- Ensure LIMDU personnel remain available to receive follow-up care and reevaluation.
- Ensure the member is notified and reports for the reevaluation appointment.
- Ensure the PSD is informed of the results of all LIMDU follow-up and reevaluation appointments within 24 hours of completion.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE TOP “5” ISSUES

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

Reference: [OPNAVINST 1000.23B](#)

BACKGROUND

- The Navy Standard Integrated Personnel System (NSIPS) is designed to integrate all Navy manpower processing capabilities into a single point-of-entry system. NSIPS will become the only field-level system that collects, stores, reports, and transmits pay and personnel data to all corporate level systems. Benefits of NSIPS:
 - Transmit necessary data to NPC in reduced time with increased accuracy.
 - Provides the PSD an opportunity to receive daily feedback from NPC.
 - Provides a variety of data storage and retrieval capabilities to support the local information needs of the PSD and their customer commands.

INFORMATION

- The NSIPS programming uses PeopleSoft Human Resource (HR) software for processing transactions and Oracle for database software. NSIPS consolidates the following four legacy systems,
 - Reserve Standard Training Administration and Readiness Support (Manpower and Personnel) (RSTARS(MP))
 - Source Data System (SDS)
 - Uniform Microcomputer Disbursing System (UMIDS)
 - Diary Message Reporting System (DMRS)

STANDARD REPORTS

- What generates Feedback and how does NSIPS provide that information for the customer commands?
- Feedback is generated from NPC daily to update the officer and enlisted master file to reflect the most current data. Information from NPC can be made readily available through standard programmed reports, which can be requested and processed by the NSIPS Staff.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE TOP “5” ISSUES

STANDARD REPORTS AVAILABLE TO CUSTOMER COMMANDS

- Projected Loss
- Prospective Gain
- Address List
- Advancement Eligibility
- Alpha Locator
- Awards Eligibility
- Evaluation Due Date Listing
- Ad Hoc Reports
- Alpha List Transient

PLR/CMD COMMAND RESPONSIBILITY

- Verify information on monthly reports and advise PSD of changes.
- Submit written requests for specific one-time reports to PSD, including date required and point of contact.
- Advise PSD which reports are needed, how often and point of contact.
- Protect information per Privacy Act.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE

TOP "5" ISSUES

OVERSEAS/REMOTE ASSIGNMENT SCREENING

References: [OPNAVINST 1300.14C](#)
[ENLTRANSMAN](#)
[OFFTRANSMAN](#)

BACKGROUND

- Completion of overseas screening is required by all commands transferring personnel overseas or to isolated duty stations. It is also required for consecutive overseas tours. In determining suitability for overseas service, the Commanding Officer shall ascertain whether the member or family members possess any medical, moral or physical attributes which would preclude them from conducting themselves as worthy representatives of the United States in a foreign country.
- Completion of a modified overseas screening is required for remote locations. Complete Parts I and II and the endorsing CO's signature in Part III of NAVPERS 1300/16, send suitability message, prepare NAVPERS 1070/613 and enter into service record.

INFORMATION

- Overseas suitability decision factors include:
 - **Medical:** Documented medical problems that would preclude assignment to overseas duty or be complicated by overseas assignment, potentially requiring a medical evacuation or early return.
 - **Dental:** Personnel ordered to isolated tours with limited facilities available should not have dental problems, which could require extensive or prolonged treatment. Only in extreme cases where dental conditions would affect the performance of assigned duties would it be disqualifying.
 - **Alcohol:** Personnel with a documented history of alcohol abuse should not be considered suitable for overseas assignment. Successful completion of an Alcohol Rehabilitation Program and no alcohol involvement for at least 6 months after completion (treatment and aftercare) will be judged suitable for overseas service.
 - **Psychiatric disorders:** Personnel with a documented history of hospitalization (two or more) for psychiatric disorders should not be considered suitable for overseas service.
 - **Performance:** History of demonstrated unsatisfactory or marginal performance in the previous two years will render personnel unsuitable for overseas service.
 - **Disciplinary:** History of court-martial, NJP or involvement with civil authorities in the previous two years is considered disqualifying for overseas duty. A one-time major offense in the current enlistment is also disqualifying.
 - **Pregnancy:** Women should not be transferred overseas in a pregnancy status or for six months after delivery, except under other than ordinary circumstances.
 - **Indebtedness:** Serious financial problems or indebtedness, which have not been reconciled with creditors, will render personnel unsuitable for overseas service.
 - **Single parents:** Being a single parent with dependents does not in itself disqualify a member, however, this information should be included in the message response to NPC.

PASS LIAISON REPRESENTATIVE (PLR) GUIDE

TOP "5" ISSUES

- **Dependent screening:** Family members shall be screened even though the member elects an "all other" tour. Personnel may decide to elect an accompanied tour at a later date.
- **Exceptional Family Member:** Exceptional family members will be screened to give consideration for overseas medical facilities.

PLR/COMMAND RESPONSIBILITY

- Ensure Commanding Officer screens personnel within 15 days of receipt of transfer directive to an overseas/remote area.
- Notify NPC within 15 days of receipt of orders of the member's suitability/unsuitability for overseas/remote duty. The servicing PSD and the member's ultimate duty station will be info addressees.
- If delay in completing overseas screening is anticipated beyond the 15 day period, an interim message should be sent to NPC (Pers-40/451) explaining the delay and stating an estimated date of completion.
- Provide the PSD with the original copy of the certificate of suitability (NAVPERS 1300/16) for overseas/remote assignment for inclusion in the member's service record.
- Prepare Page 13 entry
- If CO rejects member for overseas/remote duty, the reason should be documented; if a waiver is desired, correspond with the appropriate area commander and/or NPC. Ensure PSD is notified of CO's disapproval or possible screening problems.